



# BEST PRACTICES FOR IRS FORM 4506-C

To accommodate the OCR technology being utilized by the IRS, Planet Home Lending has composed the following best practices to ensure a smooth process flow.

**Sellers are encouraged to obtain specific requirements from their vendor for completing their 4506-C.**

**IMPORTANT:** If a loan is selected by Planet for Post-Purchase QC, and the 4506-C is not able to be processed, the Seller will be required to provide an updated 4506-C or provide the required transcripts.

If the Seller has already obtained and used a 4506-C to retrieve IRS transcripts and provides the transcripts in the Mortgage file: A copy of the 4506-C form is not required to be resubmitted separately.

It is highly suggested that only one borrower be listed on a single 4506-C form.

- Both borrowers who filed their tax returns jointly may be listed on the 4506-C form when 1040s are requested. All borrowers must sign and date.

## Form Completion Best Practices

- **Section 5a cannot be blank.**
- **Section 5a-5c:** All fields to be completed as follows:
  - Line 5ai, IVES participant Name: Completed with a preferred vendor (from the below list). A 4506-C will be rejected by the IRS if the information on this line:
    - Contains information that is not part of the company's name, or
    - More than one company is listed, or
    - Contains verbiage such as Care Of (c/o), Doing Business As (DBA), "its successors or assigns", "ATIMA" or ISAOA/ATIMA

## Form Completion Best Practices (cont.)

- Line 5a<sup>ii</sup>, IVEs participant ID number—not necessary to be completed.
- Line 5a<sup>iii</sup>, SOR mailbox ID—not necessary to be completed.
- Line 5b, Customer File Number —not necessary to be completed.
- Line 5c, Unique Identifier—not necessary to be completed.

The following are preferred vendors for use by Planet Home Lending during Post-Purchase QC:

- Billing Solutions, Inc.
- CoreLogic Credco
- Credit Plus Inc.
- DataVerify
- Equifax Workforce Solutions, LLC
- First American Mortgage Solutions
- Informative Research
- TaxReturnVerifications.com
- Verification Bureau LLC

## Electronic Signatures on Form 4506-C (Effective June 1, 2025)

Electronically signed forms 4506-C are permitted provided the following conditions are met:

- The checkbox labeled "Signatory confirms document was electronically signed" must be marked.
- An electronic signature audit log must be maintained and available upon request.
- The audit log must comply with IRS IVEs requirements, including verification of identity and authorization.

**Reference Document:** [IRS Form 4506-C \(Rev. 10-2022\)](#)

**Please contact your Regional Sales Manager with any questions.**

